

CS & UC TRANSFERABLE 3.0 UNIT.

Instructor: Rosalyn Kahn

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Website: <http://www.Speechsuccess.net>

Office Hour: Contact instructor for appointment. Meetings will take place in the LRC 655-725PM

Course Materials

Text: Public Speaking Project Free Downloadable text <http://publicspeakingproject.org/psvirtualtext.html>

Other Materials:

Package of 3X5 Note cards

Scantron 886#

Course Description

Students will recognize and employ the steps involved in putting together a speech. They will implement the best ways to choose techniques of public speaking including writing and delivery of speeches to inform and persuade. Students refine critical thinking, research, organizational, and time management skills. They learn to adapt a message to any audience and occasion. Students are required to attend out-of-class speaking events.

Advice

Please do not hesitate to seek help or just stop by to say hello and visit. I would love to get to know you better. Your success is my priority. If there is anything I can do to help you...I will. However, please keep your e-mails brief. If you have questions that require a lengthy answer, please see me during office hours or schedule an appointment with me.

Student Learning Outcomes

SLOs:

At the end of the semester the student will be able to:

1. Conduct research from credible sources and implement effective evidence to support main ideas.
2. Construct a speech mapping outline which includes an introduction, body, and conclusion with a Work Cited Page attached.
3. Demonstrate the ability to deliver a well-structured speech to a target audience while using presentational aids.

It will be assessed through the following measures.

1. Speech presentations in front of a live audience- Introductory, special occasion, informative, and persuasive.
 2. Speech outlines prepared prior to speaking.
 3. Bibliographies and in-text citations in MLA format
 4. Self and peer evaluations after speeches.
 5. Quizzes and Exams.
 6. Rhetorical analysis of speeches and other texts
 7. In-Class Activities
- Students will need to achieve 70% in order to have proven proficiency

Prepare and deliver speeches that contain informative and/or persuasive components with a clear thesis, logical organization of main points, credible sources, supplemental audience-based visual aid/s, and a citation page.

Content:

1. Students will identify the general causes of public speaking anxiety and identify what makes them nervous.
2. Students will evaluate the relationship between ethics, free speech, and credibility.
3. Students will analyze the role of audience analysis in public speaking and implement formal and informal methods of gathering evidence about the audience.

4. Students will explain the difference between hearing and listening.
5. Students will prepare for speeches and outlines by conducting research.
6. Students will assemble the various parts of an outline to create an organized speech.
7. Students will understand and demonstrate how to use language and words effectively.
8. Students will recognize and implement effective delivery skills including verbal and nonverbal skills and will be graded on these skills during every speech. This includes eye contact, natural gestures, good posture, appropriate facial expressions, volume, pitch, appropriate rate, and natural pauses. Also the proper use of visual aids.
9. Students will identify the goals of informative speaking.
10. Students will identify the goals of persuasive speaking which includes critique of the appeals used in an argument such as logic, emotion, and credibility.
11. Students will understand the various types of special occasion speeches and their characteristics.

Grading:

Students will give five graded presentations: Two informative speeches, one persuasive, one special occasion, and one impromptu speech. All speech outlines, except the impromptu, will receive a grade on their thoroughness, adherence to guidelines and other criteria discussed in class. The impromptu speech has no outline and will be graded solely on delivery. Finally, students will be given a grade for positive class participation, which includes speech critiques, participating in class discussions, taking quizzes, completing out-of-class assignments and in-class activities. Be sure to attend class to earn the maximum number of participation points and so that you understand the concepts and assignments in this class.

Assignments	Points
Tribute Speech	50
Resource Speech	30
Informative Speech	200
Persuasive Speech	200
Impromptu	15
Homework (5x at 10 points each)	50
Self-Analysis	20
1 Video Critique	20

Participation	20
Final Exam	100
Total	705

Grading scale:

705-635 points	A
634-564 points	B
563-494 points	C
493-423 points	D
353 points	F

Examinations:

There will be one exam which includes multiple choice and short essay style questions. The material will come from both the lecture and the text. A study guide is provided on my webpage (www.speechsuccess.net). Students must show up on time or risk not taking the exam.

Homework:

All homework must be typed, stapled and turned in at the start of class.

Attendance and Audience Participation Policy:

On the first day of classes – *please make sure to be on time*. If you do not attend the 1st 2 classes you **WILL BE DROPPED** from the course. Please make sure you attend EVERY class during classes as we move quickly.

Attendance:

Your attendance at every class meeting is **mandatory** and will be **strictly** enforced and are accrued. Keep in mind, **three tardies equal an absence**. Also, **leaving early three times equals an absence**. If you do miss a class, you are responsible for obtaining the material missed. According to the college attendance policy, you will **BE DROPPED** after **2 absences**.

Participation: Participation is vital in this course. Active and involved participation is required and expected by all students at every meeting, therefore, students must be present in class. Failure to attend class will negatively affect the

students' grades. You must come to class prepared; you should have the assigned chapter read, and bring to class the proper materials and any work due that day. In addition, while you are in class, you cannot be sleeping, checking your Facebook/twitter (or any other networking accounts), texting, or browsing the internet. If you are caught engaging in any of these activities, you are showing that you are not really paying attention to the class and participating, and may be marked absent. You should also refrain from side conversation until class is over.

Children in Classroom

Children are not permitted in classrooms while class is in session. Attendance in class is limited to officially enrolled students and authorized visitors or guests. In addition, students must not allow children to be left unsupervised or unattended anywhere on campus.

Classroom Conduct

1. Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the College.
2. Forgery, alteration, or misuse of college documents, records, or identification.
3. Violation of college policies or off-campus regulations, including but not limited to campus regulations concerning student organizations, the use of college facilities, or time, place, and manner of public expression.
4. Continued disruptive behavior, continued willful disobedience, profanity or vulgarity, or continued defiance of the authority of, or abuse of, college personnel or to anyone on campus.
5. Willful misconduct which results in injury or death to a student or college personnel.
6. Assault, battery, sex crimes including sexual assault or rape, or any threat of force or violence upon a student or college personnel.
7. Sexual harassment which includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
8. Obstruction or disruption of teaching, research, administration, disciplinary proceedings, or other authorized college activities including but not limited to the above..
9. Community service functions or to authorized activities held off campus. Obstruction or disruption includes but is not limited to the use of skateboards, bicycles, radios, and roller skates.
10. Unauthorized entry to or use of college facilities, equipment or supplies.
11. Theft or deliberate damage to property of a college staff member, a student, or a visitor to the college including but not limited to the Library, Bookstore, and Food Service areas.
12. Defacing or damaging any college real or personal property.
13. Failure to comply with the directions of a member of the college certificated personnel, college management or supervisor personnel, or campus police acting within the scope of his or her duties.

Disciplinary Action

Disciplinary action appropriate to the misconduct as defined above may be taken by an instructor the Dean of Student Services or his or her designee and the Board of Trustees.

Misconduct should be brought to the immediate attention of the Campus Police, or local police department/security force for courses taught off campus.

Removal by Instructor — In addition to an instructor's right to drop a student permanently from a class when the student is no longer participating (i.e. lack of attendance in the course), an instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, a conference should be held with the instructor and the student to attempt to resolve the situation that led to the student's removal and the student shall not be returned to the class from which he or she was removed without the concurrence of the instructor of the class.

1. If a student is suspended for one class meeting, no additional formal disciplinary procedures are necessary.
2. If a student is suspended from class for the day of the incident and the next class meeting, the instructor shall send a written report of the action to his or her dean who shall forward this information to the Dean of Student Services, the Provost. If the student removed by an instructor is a minor, the President's designee (Dean of Student Services) shall ask a parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent or guardian so requests, a college administrator shall attend the conference.

3. The instructor may recommend to his or her dean that a student be suspended for longer than two class meetings. If the dean, instructor and student cannot resolve the problem, the suspension will be referred to the President or the President's designee.
4. During the period following the initial suspension from class for the day of the incident and the following class meeting, the student shall be allowed to return to the class until due process and the disciplinary procedures are completed unless the student is further suspended as a result of actions.

V. CHEATING OR PLAGIARISM POLICY

“Dishonesty, including but not limited to cheating, plagiarism or knowingly furnishing false information to the college.”

Examples of Plagiarism and Cheating

1. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies.
2. Copying or allowing another student to copy from one's paper or answer sheet during an examination;
3. Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips or attendance;
4. Falsifying or attempting to falsify attendance records and/or grade rosters;
5. Changing answers on a previously scored test, assignment or experiment with the intent to defraud;
6. Inventing data for the purpose of completing a laboratory experiment or case study analysis with the intent to defraud;
7. Giving and/or taking information during an examination by any means such as sign language, hand signals or secret codes;
8. Obtaining copies of notes, exams or exam questions by any means other than distribution from the instructor. (This includes copying and removing exam questions from the classroom for any purpose.
9. Using study aids such as calculators, tape recorders or notes that have been specifically prohibited by the instructor.

CONSEQUENCES FOR CHEATING OR PLAGIARISM

Given alleged violation of the Standards of Conduct, any or all of the following actions may be imposed:

1. When there is evidence of cheating or plagiarism in classroom work, students may receive an F for that piece of work or may be suspended from all classes for that term and the following term if deemed appropriate.
2. The instructor may assign a failing grade to the examination or assignment in which the alleged cheating or plagiarism occurred. This action is based on information that the instructor had.
3. The instructor may dismiss the student from the class or activity for the present and/or following class session(s)
4. The instructor may recommend suspension or expulsion of the student from the college as stipulated in BP5138, Section IIB6 and 8. This recommendation must be in accordance with El Camino College's Due Process and Disciplinary Procedures.
5. Complete the Academic Dishonesty Report Form and submit it to the Academic Affairs Office.

Disclaimer Statement:

Students will be notified ahead of time when and if any changes are made to course requirements or policies.

The necessity of attendance on speech presentation days cannot be overemphasized!

With the exception of a documented serious illness, accident, hospitalization, imprisonment, or death there are no other legitimate excuses of being unprepared. Students are expected to come prepared to speak, which includes having all the material.

Withdrawal Policy:

Students are responsible for understanding the Los Angeles Mission College withdrawal policy and applicable deadlines.

Making up work:

It is very difficult to find time in class for makeup speeches, so please be prepared to give your speeches on the day for which you signed up. **ANY STUDENT WHO MISSES A SPEECH WILL RECEIVE A ZERO FOR THAT SPEECH.** Makeup opportunities will only be given in extreme cases where students have legitimate, unavoidable, documented excuses AND if we have time for the makeup during the semester. No one is guaranteed the right to make up a speech. Not hearing about an assignment or extra credit opportunity is not a reason for failing to do it or for asking for an extension.

Late Policy:

Please make every effort to be on time. While an occasional late arrival does not pose a problem students who walk in late frequently disrupt the class and detract from the learning environment. **STUDENTS WHO ARE LATE ON THEIR SPEAKING DAYS, QUIZ DATE, OR EXAM WILL AUTOMATICALLY LOSE ONE LETTER GRADE ON THE SPEECH AND MAY LOSE THE CHANCE TO COMPLETE THE ASSIGNMENT.**

Plan ahead and print out your assignments prior to arrival to class. Do NOT wait until the last minute! No outlines are accepted on speaking days.

SPEECHES

Interviewing Speech: 1 minute; no sources required; Tribute: 4-5 minutes, 2 sources; Resource speech: 3-4 minute, 1 source; Informative: 6 minutes, 4 sources; Persuasive: 7-8 minutes, 5 sources; Impromptu: 3-5 minutes/no sources.

DO NOT WRITE YOUR SPEECHES AS ESSAYS. Any student who brings a manuscript or complete-sentence outline in front of the class/and or reads a speech word-for-word rather than speak using a brief key-word speaking outline will receive zero points for the delivery section on the speech grade sheet. If you follow the guidelines for writing using the example provided on the webpage, a speaking outline shouldn't be a problem.

Topic Selection and Speaking Order:

Students should choose speech topics that are fresh and are of genuine interest to the student. Students will get the opportunity to sign up for speaking days. If there are no volunteers a speaking schedule will be created for the remainder of class.

Retain all records of paper works returned to you until the completion of the class. Please record the point totals on first page of the syllabus.

Speech Day Process:

Typed outlines for all speeches with the proper evaluation stapled to the front are collected the day before the first group of speeches begin. **Failure to turn in your outline within the first five minutes of class, results in a zero grade on outline.** Note cards for the day's speakers should be done in advance at home and contain only key words.

Extra Credit Opportunity for 25 points

Watch a college speech and debate competition forensicstournament.net Observe two rounds on one day. No additional credit for watching more rounds. You will need to watch the round and print out the Extra Credit Signature Document, get the judges signature for each round and record information from the competitors. Write 200 words analysis for one speaker in each round. **Assignment must be turned in by 5-17.**

A note about respect:

As the instructor, I respect each of you as learners. I promise to answer your questions, be available to help you and to treat you with respect. However, I also expect to be treated with respect. Disrupting the class by talking at inappropriate times, sleeping, and repeatedly coming in late are signs of disrespect. Let's pledge to respect each other during this semester and treat one another the way we would want to be treated. If you have any problems in this class, I will be more than happy to talk with you. I want each and every one of you to do well in here!

Your role as an audience member:

Since this is a public speaking class, you will spend a considerable amount of time being an audience member. A failure to assume this responsibility gets a lot of students in trouble. Please be courteous and attentive when listening to other speeches. Do not do homework, try to learn your speech, or do anything else except listen during student speeches.

You should have your formal outline and your brief speaking outline written a few days before your speech is due, so there is no excuse for working on speaking notes during class. Any student who does this will automatically lose 10 points off the speech grade.

Do not walk in while a student is speaking. In addition, please turn off cell phones prior to class. Discourteous audience behaviors will be reflected in a lowering of your participation points. Use the class website to see sample outline and videos.

All college students must pay attention to current events to be better able to adopt your classroom learning to the world around you. Understand the world around you by keeping up with current local, national and world events.

Tentative Spring Schedule

Things may need to shift for various reasons. Impromptu speaking can occur on any day time permitting.

Wk	Date	Topic	Assignments and Reading
1	2-7	Introduction to course Thesis statements Interviewing Speech (pt)	Getting to Know You Essay Print Directory to Prof. Kahn's webpage Listening
		Interviewing Speech Getting to Know You Essay Due Introduction to Tribute Speech	Selecting Topic Watch Stevie Wonder "Black Man" to pick tribute topic Assign HW #1
2	2-14	HW #1 Due Tribute topic due Introduction & Conclusions	Apprehension Introduction & Conclusions Print out Evaluation form for five grades speeches (Value 10) Introduce Pass/Fail #1
3	2-21	Pass Fail #1 Hook 1st group and discussion	Organizing Body Support Introduce HW #2 Introduce Pass/Fail #2
4	2-28	HW #2 Due	Finding Credible Sources Citing in Your
		Tribute outline Due Pass/Fail #2 (2 nd Group) & Discussion Extemporaneous speech exercise: Credible research and oral citation Exercise impromptu speech exercise: Oral citation from newspaper or magazine article. Introduce HW #3	Ethics Delivery Video critique Bruno Mars https://www.youtube.com/watch?v=OPf0YbXqDm0 Informative Speech Topic Commitment Due
5	3-7	Tribute Speech	Introduce HW #3 Informative Speech Lecture
6	3-14	Tribute Speech Gestures, vocals, transitions HW #3 Due	Language
7	3-21		Visual Aids Introduce Pass/Fail #3 Introduce Outside Speech Critique
8	3-28	Pass/fail Exercise #3 (3rd Group) Group Discussion Impromptu Speech:	Audience Analysis Introduce PF #4 Memorized Quote

		Verbal movement transitions	
		Pass/fail #4 Memorized quotes, 1 st Group & Discussion	Persuasive Speech Lecture
9	4-2	SPRING BREAK	
	4-4	SPRING BREAK	
10	4-11	Persuasive Topic Due Resource Speech	
11	4-18	Informative Speeches	
12	4-25	Informative Speeches	
13	5-2	TEST	TEST 886 #E Mini Blue book Grade Check: Bring syllabus with all records of recorded
14	5-9	Homework #4 Due Persuasive Outline Review Persuasive Speech Analysis	Introduce HW #5 Speech Organization Persuasive Speech Workshop
15	5-16	Persuasive Outline Due Persuasive Speeches	Bring 2 copies of outline
16	5-23	Persuasive Speeches Self-Analysis II	
	5-30	Final Exam 10am -2pm	Impromptu Speeches

Syllabus Agreement

Please complete this form, sign your name at the bottom and return to the instructor. You may write any additional comments you want to share with the instructor on the back of this form.

Name _____

Home () _____

What is best time and number to reach you?

Work () _____

Major _____

Email _____

1. Have you ever taken a Speech course?

___ Yes ___ No If, yes, what was the name of the course and where was the course taken:

2. What are your concerns in taking this Speech class?

3. Why are you taking this course?

4. How does this course relate to your major?

5. What can I do as the professor to help you make sure you complete the class?

I have read the syllabus for Professor Kahn's Public Speaking course and I agree to follow the guideline set forth and allow the professor to use my materials or videos as examples for future classes.

Name (Please Print) _____

Student's Signature _____ Date _____